

TENNESSEE DEPARTMENT OF EDUCATION - OFFICE OF TEACHER LICENSING

710 JAMES ROBERTSON PARKWAY 4TH FLOOR ANDREW JOHNSON TOWER NASHVILLE TN 37243

PRINT CLEARLY - Please provide full name - include any aliases					
United States SSN - required		First Name	Middle Name	Last Name	Maiden Name/other last name aliases
Date of Birth-required	Gender	Street/P.O. Box		City	State Zip Code
Telephone Number - include area code		E-mail address - where we can contact you if applicable			Cell Phone Number/Alternate Phone Number

INFORMATION NEEDED FOR FEDERAL REPORTING - COMPLETE BOTH ETHNICITY & RACE

1. Ethnicity - Choose one Hispanic or Latino _____ Not Hispanic or Latino _____

2. Race - Choose one or more American Indian or Alaska Native _____ Asian _____ Black or African American _____
 Native Hawaiian - Other Pacific Islander _____ White _____

PLEASE READ CAREFULLY BEFORE SIGNING - MUST BE COMPLETED

Personal Affirmation: Failure to complete this section will result in your application being returned without processing. False statements made in this application may constitute grounds to take action, revoke or deny a license. Check the appropriate block for each question. DO NOT include matters that the State Board of Education has already investigated and found "No Probable Cause" to take any disciplinary action.

- Have you been convicted of a felony, including conviction on a plea of guilty, a plea of nolo contendere or order granting pre-trial diversion? _____ YES _____ NO
- Have you been convicted of the illegal possession of drugs, including conviction on a plea of guilty, a plea of nolo contendere or an order granting pre-trial diversion? _____ YES _____ NO
- Have you had a teacher's certificate/license revoked, suspended or denied, or have you voluntarily relinquished a certificate/license allowing a license expire does not apply) _____ YES _____ NO
- Is there any action pending against your certificate/license or application in another state? _____ YES _____ NO

If you have answered "yes" to questions 1 or 2, please attach details of conviction, including date and place of conviction, and court certified copies of the judgment, conviction, and sentencing.

If you have answered "yes" to questions 3 or 4, attach details naming the state and/or issuing authority and explain circumstance.

Signature _____ **Date** _____

TRANSACTION (S) REQUESTED. (Check and complete following page(s) if applicable)

CHOOSE TYPE OF INITIAL TENNESSEE LICENSE DESIRED

(THIS SECTION ONLY APPLIES TO THOSE WHO HAVE NEVER HELD A TENNESSEE LICENSE OR DESIRING ADDITIONAL LICENSE TYPE)

_____ INITIAL LICENSE-TN Institutions Only (Apprentice, Apprentice Special Group, Beginning Administrator, or Instructional Leader) circle one

_____ OUT OF STATE LICENSE (Program completers outside of TN / USA or applying based upon interstate agreement)

_____ NON-PUBLIC SCHOOL LICENSE (Employment verification required)

_____ TRANSITIONAL LICENSE (Requires signature from TN Director of Schools and verification from approved institution/agency)

_____ INTERIM "B" LICENSE (Requires signature from Director of Schools, and verification from Dean of Education/Certification Officer at teacher preparation institution)

_____ INTERIM "D" LICENSE (Internship) (Requires signature of Dean of Education at teacher preparation institution)

_____ OCCUPATIONAL EDUCATION LICENSE (Apprentice Occupational)

_____ PERMIT (This is not a Tennessee teaching license and can only be applied for by a Tennessee Public School System)

_____ 3 YEAR INTERNATIONAL CREDENTIAL (Requires signature from Director of Schools, nonrenewable)

_____ JROTC LICENSE (Requires signature from TN Director of Schools)

_____ SPEECH/LANGUAGE PATHOLOGIST OR SPEECH/LANGUAGE TEACHER OR SCHOOL AUDIOLOGIST

_____ NATIONAL BOARD CERTIFICATION

ADVANCEMENT TO APPRENTICE LEVEL OR PROFESSIONAL LEVEL LICENSE

ONLY APPLICABLE IF HELD A PREDECESSOR TENNESSEE LICENSE

_____ ADVANCEMENT FROM APPRENTICE LEVEL TO PROFESSIONAL LEVEL (Professional, or Professional School Service Personnel) circle one

_____ ADVANCEMENT FROM ALTERNATIVE "A" or ALTERNATIVE "C" OR ALTERNATIVE "E" TO APPRENTICE LEVEL (Apprentice or Out of State) circle one

_____ ADVANCEMENT FROM INTERIM "B" TO APPRENTICE LEVEL (Apprentice or Out of State) circle one

_____ ADVANCEMENT FROM INTERIM "D" TO APPRENTICE LEVEL

_____ ADVANCEMENT FROM ALTERNATIVE "I" OR ALTERNATIVE "II" (Apprentice or Out of State or Professional) circle one

_____ ADVANCEMENT FROM TRANSITIONAL (Interim B, Apprentice or Professional) circle one

_____ ADVANCEMENT FROM APPRENTICE OCCUPATIONAL TO PROFESSIONAL OCCUPATIONAL LICENSE

_____ CONVERSION FROM TENNESSEE TEACHING LICENSE TO SCHOOL SERVICE PERSONNEL LICENSE (Speech/Language only)

_____ ADVANCEMENT TO PROFESSIONAL LEVEL ADMINISTRATOR LICENSE

RENEWAL OF OR AMENDMENT TO AN EXISTING LICENSE

ONLY APPLICABLE IF AMENDING AN EXISTING TENNESSEE LICENSE

_____ RENEWAL OF LICENSE (Check one)

_____ 5 Year License (Apprentice/Apprentice Special Group/Out of State) _____ JROTC _____ 10 Year License (Professional/Professional Special Group)

_____ Administrator License (Beginning/Professional) _____ 5 Year Apprentice Occupational License _____ 10 Year Professional Occupational License

_____ Alternative A (Speech Lang. only) _____ Interim B _____ Interim D _____ Transitional _____ National Board Certification

_____ AMENDMENT TO ADD ADDITIONAL DEGREE TO TEACHING LICENSE (Check one of the following and attach official transcripts)

_____ Masters Degree _____ Master's Degree +30 semester graduate hours _____ Education Specialist _____ Doctorate Degree

_____ AMENDMENT TO ADD ENDORSEMENT AREA (S) TO TEACHING LICENSE (Identify area to be added)

_____ NAME CHANGE (Requires a notarized copy of the marriage license, divorce decree, or court order that has generated the legal name change) Social Security card n/a

_____ ADDRESS CHANGE NOTIFICATION

_____ DUPLICATE LICENSE (Current valid Tennessee license only) (Requires second page of application to be notarized)

APPLICATION FOR RENEWAL OF PROFESSIONAL TEACHER OR SCHOOL SERVICE PERSONNEL LICENSES

ALL DOCUMENTS SUBMITTED TO THE OFFICE OF TEACHER LICENSING BECOME THE PROPERTY OF THE STATE DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED TO THE APPLICANT NOR WILL THE DEPARTMENT PROVIDE COPIES OF DOCUMENTS TO THE APPLICANT OR THIRD PARTIES.

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT

RENEWAL OPTIONS - INFORMATIONAL PURPOSES

OPTION A

Issued a Professional license prior to July 1, 1984 but did not teach in a Tennessee public school or appropriately accredited school or appropriately accredited private school before that date or has not been renewed. Professional license will be to an Apprentice or Out of State License.

(Note- If Professional license has ever been renewed conversion is no longer an option)

Submit verification of out of state experience - if applicable (use experience verification form provided)

OPTION B

Professional license holders with less than a Masters degree OR a Masters degree or higher with less than five (5) years acceptable teaching experience within the ten (10) year validity period of license.

(ex: validity period may be 2002-2012)

MUST SUBMIT:

Official transcript(s) reflecting appropriate coursework for renewal purposes. (if applicable) (no photocopies or grade reports)

Completed computation sheet reflecting 90 renewal points (not needed if only course work was completed for renewal)

Supporting documentation for each activity attended (if applicable)(documentation must be authenticated by authorized official)
(Documentation required if not employed in a Tennessee Public School system at time of application)

OPTION C

Professional license holders with a Masters degree or higher and have accrued five (5) years acceptable teaching experience within the ten (10) year validity period of license.

(ex: validity period may be 2002-2012)

MUST SUBMIT:

Experience verification form signed by Director of schools to verify at least five (5) years of teaching experience in an approved school
(NOT required if all experience was accrued in a Tennessee public school system)